

PLEASE COMPLETE THIS FORM IN TYPESCRIPT OR BLACK INK

Prior to completing this form please:

- Refer to the University's Prospectus or the University website at www.winchester.ac.uk
- Confirm the application procedure with our Course Enquiries and Applications Office. Email course.enquiries@winchester.ac.uk
- Read the form carefully, checking all notes for guidance and ensuring that you have supplied all of the required information.

This form **SHOULD ONLY** be used to apply for:

- Part-time Foundation degree programmes
- Part-time Bachelors degree programmes
- Part-time PGCE programmes
- Full-time Masters programmes
- Part-time Masters programmes



THE UNIVERSITY OF
WINCHESTER

This form **SHOULD NOT** be used to apply for:

- Full-time PGCE programmes – Please contact the Graduate Teacher Training Registry (GTTR) for further details of admissions procedures for these courses on 0870 1122 205, or visit their website at www.gttr.ac.uk
- Full-time undergraduate programmes – Please contact the Universities and Colleges Admissions Service (UCAS) for further details of admissions procedures for these courses on 0870 1122 211, or visit their website at www.ucas.com

1. Personal Details

Title	First Name(s)	Surname
Gender	Previous Surname (if applicable)	Date of Birth (DD/MM/YY)

Contact Address (all written communication will be sent to this address)



British Education Consultants
'British Education Made Easy'
www.campusuk.com

31/11, Kamdhari Nagar
1st Street, Mahalingapuram
Nungampakkam
Chennai - 600 034
T: + 91 44 42009334
: + 91 44 42009335
E: contact@campusuk.com

Permanent/Home Address

If possible, both a landline and mobile number should be supplied

Daytime Telephone Number

Mobile Telephone Number

Email

Course Programme (as given in the University prospectus)

Start date (mm/yy)

2. Do you wish to study the programme full or part-time

Full-time Part-time

2.a. Programme location

Please refer to our website for the locations of your chosen course and indicate which campus you will be attending:

Andover Basingstoke Eastleigh Winchester Other Please specify

3. Education

Please give full details of academic qualifications you have obtained or are expecting to obtain before the beginning of the programme you are applying for. If you have a non-UK qualification, please state the full original title of the course.

- If you have not yet obtained the qualification, please give a summary of marks achieved so far and result expected.

Secondary/High School e.g. GCSEs, O Level etc

Further Education e.g. A Levels, HND, Access, BTEC etc

University/Higher Education e.g. BA, BSc, MA, MSc, MPhil etc

Additional Skills/Qualifications/Membership of Professional Bodies

3.a. Assessment of Prior Experiential Learning and Achievement (APEL)

If you want to claim exemption from modules, please list below the courses or prior experience you wish to be taken into consideration.

4. Language

Please see Note 1 at the back of this form before completing this section.

If English is not your first language and you have taken an English language examination, please give details.

5. Employment Details

Name and address of current and most recent employer(s)	Position Held	Dates from/to (MM/YY-MM/YY)
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6. Personal Statement – all applicants

Please state why you wish to follow your chosen programme and how it relates to your previous experience. Applicants for PGCE courses should include information on their experience in school.
Continue on a separate sheet if necessary.

Personal Statement

7. References

Please see Note 2 at the back of this form and complete the enclosed reference forms.

Reference 1

Name

Position

Address

Reference 2

Name

Position

Address

8. Fee Status

To assist us in assessing your fee status, please provide the following information:

Country of Birth

Nationality (as stated on your passport)

In which country do you normally live?

In which country are you currently living?

If you are not a UK national and are permanently resident in the UK, have you been granted any of the following by the Home Office:

Right of abode Indefinite leave to remain/enter Exceptional leave to remain/enter Refugee status None of these

Date of first entry to live in the UK (if applicable)

If you are a national of the EU (including the UK) or have the right to live in an EU country but have lived outside the EU for any period over the last five years (other than holidays), please list your periods of residence outside the EU and the purpose of the stay e.g. work, education.

From (DD/MM/YY) to (DD/YY/MM) Country

Purpose

9. Payment of Tuition Fees

Please tell us how you are planning to fund your tuition fees and living expenses for the duration of your study by indicating which of the following sources you expect will provide the majority of your funds.

Your own means Your family Your employer A grant awarding body (please specify)

Please indicate if you have: Already received confirmation of the award Applied and are waiting the decision Intend to apply

Address

10. Criminal Convictions

Please see Note 3 at the back of this form before completing this section.

Do you have any relevant criminal convictions? Yes No

11. Disabilities

The University of Winchester welcomes applications from students with disabilities and considers them on the same academic grounds as those from other students. It is helpful for us to know about the nature of any disability in order to ascertain whether facilities are available at the University to meet students' special needs. Applicants with disabilities are encouraged to contact the Disability Coordinator on +44 (0) 1962 827439, prior to applying.

Do you have a disability? Yes No

Please tick the box(es) which apply to you:

- You are blind/partially sighted
- You are a wheelchair user/have mobility difficulties
- You need personal care support
- You have mental health difficulties
- You have dyslexia
- You are deaf/have hearing impairment needs
- You have an unseen disability e.g. diabetes/epilepsy/asthma
- You have an autistic spectrum disorder
- You have a disability not listed above (please specify)

If you have a disability please answer the following question regarding Disabled Student Allowance:

I am receiving Disabled Student Allowance I am not receiving Disabled Student Allowance

12. Equal Opportunities Monitoring

All persons of the requisite standard, whether resident in the UK or elsewhere, shall be eligible for admission into the University. No disadvantage shall be imposed on any candidate for admission as a student of the University on the grounds of ethnic origin, religion, gender, or sexual orientation.

So that we can make our equal opportunities policy effective, please tick the box which is appropriate to you:

- White
- Irish Traveller
- Black or Black British - Caribbean
- Black or Black British - African
- Other Black background
- Mixed - White & Black Caribbean
- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - Bangladeshi
- Chinese
- Other Asian background

13. How did you find out about the University of Winchester?

Please inform us of how you initially found out about your chosen programme at the University of Winchester.

- A directory of programmes (please state the title)
- The University of Winchester website
- Elsewhere on the internet
- An advertisement (please state which newspaper/journal)
- Your university careers adviser/lecturer (please delete)
- The British Council
- Recommendation by a friend/colleague (please delete)
- A postgraduate fair or event (please state which event)
- Other (please specify)

14. Data Protection Act 1988 and Declaration

The data collected on this form will be used for the purposes of administering an application to the University of Winchester. It will also be used for educational administration if you subsequently become a student of the University. The records created with regard to this data are subject to regulation by the Data Protection Act 1988. The information contained in our records may be used for reporting, both internally within the University and to external bodies, who may include grant, loan or sponsor administrators and the Student Union. In submitting your application, you are deemed to consent to this data being processed.

Please confirm the level of the **highest qualification** you have obtained or are expecting to obtain before the beginning of the programme you are applying for. If this is a non-UK qualification, please state the full original title of the course. (see note 4)

Qualification	Subject	Result	Date obtained (MM/YY)	Name of Institution

I confirm that, to the best of my knowledge and belief, the information given on this form is true, complete and accurate, and that no information requested or other relevant information has been omitted. I understand that any offer of a place at the University of Winchester is made on the basis of the information given on this form.

Applicant's Signature

Date

15. Checklist

Please make sure that you include the following:

- Application form (all relevant sections completed and the declaration signed and dated)
- If you are applying for Masters programme: Two references in support of your application
- If you are applying for a Foundation degree, part-time Bachelors degree or part-time 'top-up' degree programme: One reference in support of your application
- If you are applying for MA Writing for Children or MA Critical and Creative Writing: A sample of your writing, e.g. a chapter of a novel, a short story, or a couple of poems
- If English is not your first language and you have taken an English language examination: A certified photocopy of the test result
- If your work experience will enhance your application please enclose a CV
- If you require a visa to study in the UK please include a copy of your passport (pages showing nationality, full name and passport number) and copies of your qualifications. Other students may be required to provide copies of qualifications on request.

Please return your completed form, references and any additional sheets and information to:

Course Enquiries and Applications, University of Winchester, Winchester, Hampshire, SO22 4NR.

Notes for guidance when completing your application form

Note 1 Language

Students whose first language is not English must show that their command of the English language is sufficient to enable them to follow an advanced programme in English. If English is not your first language and you have taken an English language examination, please give details and enclose a certified photocopy of the test result. If you do not have the required level, any offer of a place at the University may be subject to your taking an English test (IELTS or TOEFL) before admission and/or attending one of the University's English language courses. Refer to the prospectus for English language requirements and details of the English language courses or contact postgraduate admissions.

Note 2 References

You must obtain references in support of your application to the University. Please refer to the relevant section below for details of the number of references you require and who should act as you referee.

Then:

- Provide your referee(s) with a reference sheet provided with this form (having first completed section A).
- The reference must be written on official headed paper and returned to you in the envelopes.
- The references are confidential, therefore the envelopes must be sealed and signed across the seal by the appropriate referee before being returned to you. You should then send them to us together with your completed application form and any additional information required.

a. If you are applying for a Foundation degree programme:

You will require one reference in support of your application. Your reference should normally be from your employer, although we will accept one from a referee who is familiar with your academic work.

b. If you are applying for a part-time Bachelors degree or part-time 'top-up' degree programme:

You will require one reference in support of your application. Your reference should normally be from a referee who is familiar with your academic work, although we will accept one from an employer if it is more appropriate.

c. If you are applying for a Masters or Postgraduate research programme:

You will require two references in support of your application to the University. Both referees must be familiar with your academic work, preferably from the institution at which you have recently studied/currently study. If you are intending to substitute an academic qualification with specific work experience you must obtain approval to submit an employment reference instead.

Note 3 Criminal Convictions

Applicants for places on teaching and social work programmes, some health programmes, or **any** programme involving work with children or vulnerable adults must declare any conviction including those which are spent and including cautions (verbal or written) and bind-over orders.

All other applicants need only indicate relevant criminal convictions. For the purpose of this application, relevant criminal convictions are those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them unless you are applying to a programme of study that the nature of the programme of study gives you the right to practice a profession exempted by the Act.

Applicants who have a relevant criminal conviction will not be automatically excluded from the application process. The University will contact you for details of the offence, which will be considered by a panel of senior University staff.

If you are convicted of a relevant criminal conviction after you have applied, you must inform the University.

Please note if you do not declare a criminal conviction and this comes to our attention at a later date, it will be treated as a disciplinary offence by the University of Winchester.

Note 4 Students with an equivalent or higher education

The government has announced changes to the funding in place for students wishing to study a qualification who already hold another qualification which is at an equivalent or higher level. As a result, the University is assessing changes that may need to be made regarding fees and funding for students in this situation. For up-to-date information please visit the University website.

This section to be completed by Faculty Admission Tutor

Academic recommendation – Please tick one

Interview Offer Decline

Comments/offer recommendation

Signed

Date

This section to be completed by the chair of the Interviewing Panel

Recommendation (please attach interview record)

Comments

Name

Position

Signed

Date

This section only needs to be completed if exemption/APEL requires agreement before start of course.

Is the student exempted for any modules from the programme?

yes no

Is the student to be credited for any modules from another programme?

yes no

If yes, please note modules here and date of APEL board which can consider the recommendation

Signed

Date

reference

direct entry reference form

To be completed by the applicant prior to forwarding to their referee

Surname

Previous surname (if applicable)

First name(s)

Programme applied for at the University of Winchester

The student named above is applying to the University of Winchester. We would be grateful to receive your opinion of the candidate's qualities and suitability for admission to the programme proposed.

Please supply your reference on official headed paper using the headings given below.

1. Full name of applicant

2. Intellectual qualities

- Present performance
- Future potential
- If applicable, please comment on or forecast any examination results or qualifications

3. Suitability for chosen programme in terms of:

- Personal factors application, independence of mind, creative ability
- Motivation

4. Powers of expression

- Please comment on the candidate's ability to express himself/herself orally and in writing

5. Interests

- Please refer to the candidate's contribution to the life of the community of your institution or organisation

6. Other relevant information

Please state:

- The length of time and the capacity in which the applicant has been known to you
- If you are the applicant's present or former employer, please include an outline of responsibilities and an appraisal of competence and initiative

7. Other information relevant to the candidate's application not covered by the above

8. Your signature

9. Your title, name and position

Thank you very much for the reference, please return this information to the candidate in an envelope. Please sign across the seal. The candidate should then return the sealed envelope to us

